

YORK COUNTY JOB DESCRIPTION

JOB TITLE: TEACHER CROSSROADS COMMUNITY YOUTH HOME

GENERAL STATEMENT OF JOB

The Crossroads teacher is responsible for the development and implementation of the total educational program for Crossroads Community Youth Home located in James City County. Will provide ancillary educational services to other Juvenile Services Programs on an as needed basis. In the areas of reading, language arts, English, social studies, science, math, health and the GED program, the teacher shall develop lesson plans and educational programs and activities for the students. These plans and activities shall be based on the curriculum of the James City County Schools and the Virginia State Department of Education.

The Crossroads teacher will be evaluated by the Program Manager with input from the James City County School System and the staff and members of the Colonial Group Home Commission. The evaluation schedule adopted by the school division will be used whenever possible.

ESSENTIAL JOB FUNCTIONS

Coordinates the home's educational program.

Provides instruction to students placed in the home.

Maintains student records and grades.

Provides educational evaluations for students as necessary.

Liaison between the school division and the home regarding student arrivals and departures from the program.

Purchases materials and supplies for the educational program.

Monitors the budget for materials and supplies for the educational program.

Individualizes instruction when needed and maintains individual lesson plans for students in the home.

Maintains daily attendance records and provides a report to the Virginia State Department of Education.

Provides a written report to the home school at the time of the student's departure.

Maintains educational records of all students with disabilities in accordance with Williamsburg

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James City County School guidelines.

Possess effective interpersonal skills in working with adolescents and adults.

Coordinates the GED program with the examination authorities and prepares students for GED exam.

EDUCATION AND EXPERIENCE

The Crossroads teacher shall have a Virginia Teaching Certificate. Certification in Special Education is preferred.

SPECIAL REQUIREMENTS

Possession of a valid Commercial Driver's License with the appropriate endorsements issued by the Commonwealth of Virginia.

**PHYSICAL AND MENTAL STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including copiers, audio and video tape players, etc. Must be able to operate a motor vehicle. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, records, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgements in absence of supervisor; to acquire knowledge of

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topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Does not require the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as audio-visual equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____